



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

August 8, 2003

Dear NCLB Programs Coordinators

Subject: NCLB Update 04-02

This is the second communication of key information regarding the implementation of the *No Child Left Behind Act of 2001* (NCLB) for the new 2004 fiscal year. All of our updates are posted on the ADE web site on the NCLB page at www.ade.az.gov/asd/alert.asp and e-mailed to district superintendents and charter signers.

Your FY2004 NCLB Consolidated Programs Allocations, Application and Plan Packet is enclosed. These documents contain the information you need to receive funding under Title I-A, II-A, II-D, III, IV, and V-A of NCLB. As we begin the second year of implementing NCLB, more information has become available to schools and LEAs regarding NCLB programs. The US Department of Education (ED) and the Arizona Department of Education (ADE) have been developing regulations, policies, and guidance for NCLB implementation. This update will highlight these efforts and provide sources of further information.

Academic Achievement Division

In order to promote better service to the LEAs and schools, Superintendent Horne and his executive team have developed a reorganization plan for the ADE. The Academic Support Division and Certification Unit have formally combined into the Academic Achievement Division under Associate Superintendent Margaret Garcia Dugan. Assisting her are six Deputy Associate Superintendents:

Ralph Romero – Policy and Federal and State Articulation

Richard Valdivia – Operations, including allocations and data reporting

Nancy Konitzer – Title I, including School Improvement and NCLB consolidated activities

Kathleen Wiebke – Teacher Quality and Highly Qualified Professionals, including Teacher

Certification and Title II-D Technology Programs

Irene Moreno – English Acquisition, including state and Title III programs for ELLs

Sandra Hopkinson – Innovative and Exemplary Programs, including Migrant Education, Indian Education, Homeless and Neglected or Delinquent Programs, Gifted and Talented, Dropout Prevention, Fine Arts Programs and school and teacher recognition programs. Look for more specific updates from each of these areas in future communications.

NCLB Consolidated Plans and Applications

All LEAs will be submitting Final Consolidated NCLB Plans (see attachment 8) by *December 31, 2003*. Funding for the FY2004 year will be distributed upon approval of the NCLB Consolidated Application, due *September 30, 2003*. Only LEAs with approved NCLB Interim Plans received allocation notices. *FY2004 NCLB funds cannot be released without the approved Interim Plan*. Training for the preparation of NCLB Consolidated Applications and Plans is scheduled for August and September at various sites throughout the state. To view the dates and to register, go to the Training and Event

Calendar's Online Registration page on the ADE web site at <http://www.ade.az.gov/online/registration/> and select Academic Achievement Division. There is no charge to register for the date of your choice, but space may be limited at some sites. All training materials will be posted on the ADE web on the NCLB page at <http://www.ade.az.gov/asd/alert.asp>.

All Final Plans will be submitted through the Common Logon in a manner similar to the Interim Plans. Two additional documents will be required at the same time in addition to the plan: FY 2004 Title II Needs Assessment Report and FY2004 Title V-A Use of Funds (attachments 2 and 3)

Accountability, School Improvement, and AYP

The ED has approved all states' accountability workbooks submitted in January and May 2003 including Arizona's. The accountability workbooks were the second part of the state's NCLB Consolidated Application for receiving NCLB funding. You can view them on the AZ LEARNs web page at <http://www.ade.az.gov/azlearns/>. An additional submission regarding English language learners and teacher quality will be submitted by September 1, 2003.

LEAs and schools will receive notification of the results of their Adequate Yearly Progress (AYP) evaluations at the end of August. Schools that do not make AYP for two or more consecutive years will be designated for school improvement. Additional guidance on the responsibilities for LEAs and schools that do not make AYP will be available later this month. AZ LEARNs profiles, which include AYP in the formula, will be completed by October 15th. For more information about the state's accountability system, contact your county superintendent's office to find out when the ADE's Accountability Communications Workshop is scheduled for your area.

Attachments

Please review all of the attachments to this cover letter. As in previous years, we have included directions on how to complete the NCLB Consolidated Application for funds in Title I-A, Title II-A and II-D, Title III, Title IV and State Chemical Abuse, and Title V-A (attachment 9). Applications for Title I-C (Migrant), Title I- D (Neglected or Delinquent), and Title VI-B (Rural Low-Income Schools Program) will be available separately and directions will be sent to eligible LEAs. An updated version of the Charts of Accounts from the USFR (attachment 10) and the quick reference guide (on pink paper) have been included to assist in assigning budget codes to activities in the applications. Brief program summaries (attachment 7) describe the major provisions of each program.

Certification of Prayer Policy (attachment 1) compliance will be available through the Common Logon as a separate report under Academic Achievement and is *due by October 1, 2003*. LEAs **cannot** receive NCLB funds until the LEA has assured the ADE of compliance via the web form. Last year's paper forms are no longer valid.

For geographic districts only (not charter schools): Private school consultation records must be submitted to the ADE with original signatures. The attached form (attachment 5) must be completed for *each* private school that the LEA meets with regarding services to the eligible students and teachers as required by NCLB. If a private school declines services, the LEA must submit the form as documentation of contact.

The ADE's policy (attachment 6) regarding the use of consultants in complying with NCLB requirements has been written to clarify the role of consultants when employed by LEAs for any of the variety of services that they offer. It is important for LEAs to understand that ultimate responsibility for the information sent to the ADE lies with the LEA.

Consolidated Reports

It is anticipated that this year's version of the NCLB Consolidated Report for data from the 2002-2003 school year will be available later this month, as soon as the ED notifies the ADE of the required elements. LEAs will be notified when the Excel file is available for downloading, as in previous years, and the due date.

Highly Qualified Teachers

One of the options for teachers to meet the NCLB highly qualified requirements allows a state to develop a "highly objective uniform state system of evaluation" (HOUSSE) in order to demonstrate subject knowledge competency for experienced teachers. At the August 28, 2003, meeting of the State Board of Education, a rubric for the AZ HOUSSE will be presented for the Board's approval. LEAs and schools will then be notified of the procedures that teachers and principals will follow to evaluate teachers to determine whether they meet the NCLB definition of "highly qualified".

US Department of Education (ED)

The US Department of Education continues to provide regulations and guidance documents to assist with the implementation of NCLB. The ED web site has a variety of resources for schools and LEAs and parents on the NCLB programs. Here are some of the links to explore:

<http://www.nclb.gov/> - The web site for parents with information in less formal, nonlegal language
<http://www.ed.gov/offices/OESE/asst.html> - Links from this page for regulations and program guidance documents
<http://www.ed.gov/legislation/ESEA02/> - Search and print any section of the NCLB statute

Contact Information

In order to more directly communicate with staff at the LEA who have direct responsibilities for NCLB programs, the ADE has expanded the categories of contacts within the LEA Profile that is accessed through the Common Logon. By entering information under the program name, it will be possible to build e-mail groups for NCLB or other individual program coordinators so that we can communicate directly with them. Therefore, it is most important that this information be kept current so that the technology can be used to disseminate information most efficiently. Please log on and enter the requested information by the end of September.

As we all begin another school year, we at the ADE look forward to assisting LEAs and schools to provide the services to students and teachers supported by NCLB funds that will improve the education of each and every student in Arizona. Please contact us at our main Academic Achievement Division reception desk at 602-542-7847 for assistance or to speak with your assigned education program specialist.

Sincerely

Nancy Konitzer
Deputy Associate Superintendent
Title I and NCLB Consolidated Activities

Margaret Garcia Dugan
Associate Superintendent
Academic Achievement Division

Attachments